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Civil Engineering

**EXPLOSIVE ORDNANCE DISPOSAL
PROGRAM**

COMPLIANCE WITH THIS PUBLICATION IS MANDATORY

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This instruction implements AFD 32-30, *Explosive Ordnance Disposal*, and identifies Air Force Explosive Ordnance Disposal (EOD) program requirements. It should be used with AFR 136-8, *Interservice Responsibility for Explosive Ordnance Disposal* (will be replaced by AFI 32-3002 (I)). It replaces Technical Order (TO) 60A-2-1-13, *EOD Incident Reporting Procedures*.

SUMMARY OF REVISIONS

This IC changes the terminology that defines AF EOD Nuclear Support capabilities and the certification and training requirements for direct and indirect support units. It also changes the destruction requirement for DD Forms 2335, *DoD EOD Credentials*. This change incorporates the new instructions for completing AF Forms 3579 A-D, *Explosive Ordnance Disposal Report*. This change also deletes the mandatory requirement for submitting the monthly EOD report. A bar (|) indicates revision from the previous edition.

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Chapter 1

FUNCTIONAL AREA RESPONSIBILITIES

1.1. HQ United States Air Force. HQ USAF/ILEOR Readiness Branch responsibilities and authorities are outlined in AFPD 32-30, Explosive Ordnance Disposal.

1.2. HQ Air Force Civil Engineer Support Agency. HQ AFCESA, Contingency Support Directorate (CEX):

1.2.1. Manages EOD program to meet Air Force and Department of Defense (DoD) objectives. The EOD team (CEXD) within the Contingency Support Directorate works closely with HQ USAF/ILEOR, major command (MAJCOM) EOD managers, Joint Service EOD, and government and civilian agencies to develop program guidelines, operational concepts, and manpower standards.

1.2.2. Manages, together with HQ USAF/ILEOR, the EOD Working Group (EODWG) as chartered by the CE Readiness Board. The EODWG structure, purpose, and operative functioning is outlined in the EOD Working Group Charter. The EODWG meets semiannually and has four authorized subcommittees which meet as required. They are the Policy and Programs, Operations, Training, and Equipment subcommittees. Action items generated from EODWGs are incorporated into the AF EOD Business Plan.

1.2.3. Develops and maintains the Air Force EOD strategic and business plans.

1.2.4. Coordinates force protection EOD requirements and support with MAJCOM and 820th Air Force Security Force Group.

1.2.5. Consolidates MAJCOM EOD equipment and munitions requirements for inclusion in the ACC POM.

1.2.6. Attends the annual munitions buy budget meeting as the Air Force EOD representative.

1.2.7. Oversees Air Force only Research, Development and Acquisition requirements and assists MAJCOMs, Aeronautical Systems Center (ASC) Det 63 at Indian Head, MD and WMO at Eglin AFB, FL in taskings.

1.2.8. Provides EOD unit type code (UTC) availability inputs to the Air Force War and Mobilization Plan (WMP), Volume III, Part 2.

1.2.9. Develops and publishes the Air Force EOD equipment and supplies listing (ESL).

1.2.10. Serves as Air Force focal point for EOD training matters.

1.2.11. Manages Air Force EOD manpower programs.

1.2.12. Maintains an Air Force EOD incident reporting system, including all historical archives of EOD reports in accordance with AFMAN 37-139, *Disposition of Air Force Records - Records Disposition Schedule*.

1.3. MAJCOMs That Have Responsibility for EOD:

1.3.1. Manage and standardize command EOD programs and may:

1.3.1.1. Act as the focal point for foreign technology support.

1.3.1.2. Work with the National Guard Bureau and HQ Air Force Reserve Command (AFRC), command-gained Air National Guard (ANG), and AFRC EOD units.

1.3.1.3. Request help from other MAJCOMs as needed.

1.3.1.4. Provide EOD teams to support Force Protection missions in command Area of Responsibility (AOR).

1.3.1.5. Coordinate AOR Force Protection EOD support requirements with the MAJCOM and the 820 SFG United States Air Force Security Force Group.

1.3.2. Consult other EOD MAJCOM managers before turning back into supply or the EOD System Program Office (SPO) any EOD tools or equipment. Support Air Force Materiel Command (AFMC) requirements to validate and verify EOD procedures, tools, and equipment.

1.3.3. Analyze contingency threats, identify shortfalls between needed and standing EOD capabilities, and coordinate draft mission need statements and requirements documents (Operational Requirements Documents (ORD) and Notional Concepts) with HQ AFCEA/CEXD.

1.3.4. Review EOD incident reports originating within the command and correct any reported deficiencies. Forward reports of actual Improvised Explosive Device (IED) incidents to the Federal Bureau of Investigation (FBI) Bomb Data Center and HQ AFCEA/CEXD.

1.3.5. Ensure subordinate units comply with Federal, state, and host nation Environmental Protection Agency (EPA) requirements.

1.3.6. Identify AFRC and ANG continental United States sustainment support requirements.

1.3.7. Identify specific activities requiring standby after normal duty hours and establish EOD team contact procedures.

1.3.8. Approve preliminary EOD procedures for initial operational testing and evaluations (IOT&E) when existing data does not provide procedural guidance. Send copies of these procedures to: Detachment 63, ASC, 2008 Stump Neck Road, Indian Head MD 20640-5099, after completion of the test.

1.3.9. Ensure EOD units maintain direct and indirect support capabilities for nuclear systems as defined in attachment 1 and paragraph 2.4.

1.3.10. Submit training requirements to HQ Air Education and Training Command (AETC), using AF Form 403, **Request for Special Technical Training**.

1.3.11. Establish an EOD Flight physical fitness program to maintain individual strength, stamina, and aerobic capacity at a level appropriate for the EOD mission.

1.3.12. Decontaminate active and inactive weapons and disposal ranges per AFI 13-212, *Weapons Range Management* and AFI 32-9004, *Disposal of Real Property*.

1.4. Air Combat Command (ACC):

1.4.1. Establishes, documents, and advocates Combat Air Forces (CAF) EOD equipment modernization requirements, and ensures requirements (deficiencies) are identified and included in the Agile Combat Support (ASC) Mission Area Plan (MAP).

1.4.1.1. Serves as the CAF EOD technical leader in developing, coordinating, and staffing CAF EOD requirements documentation to support the modernization process. Advocates for CAF EOD equipment modernization funding in the ACC Program Objective Memorandum (POM).

1.4.1.2. Lead Command for EOD equipment modernization, coordinates with other MAJCOM EOD managers to ensure all Air Force EOD equipment modernization needs are addressed in the Agile Combat Support MAP.

1.4.1.3. Staffs and coordinates Combat Air Forces (CAF) EOD operational requirements.

1.4.1.4. Provides EOD support for the continental United States (CONUS) nuclear weapon accident or incident Service Response Force (SRF).

1.5. Air Mobility Command (AMC):

1.5.1. Serves as focal point for EOD training program at the Air Mobility Warfare Center. The training is available for all Air Force EOD teams.

1.5.2. Provides EOD support to primary CONUS mortuary facilities.

1.6. Air Force Materiel Command (AFMC):

1.6.1. Staffs and coordinates AFMC EOD operational requirements on EOD matters for nuclear weapons integration, special weapons management, Air Base Systems, and Air Force technical support to the joint service EOD program and provides oversight for operational EOD divisions and flights.

1.6.2. Develops EOD technology (see AFPD 10-6, Mission Needs and Operational Requirements and 63-series AFIs) when the Air Staff or DoD EOD Program Board gives that responsibility to AFMC.

1.6.2.1. ASC/WMO Eglin AFB, FL: Serves as designated Program Director and integrates management of EOD Research, Development, and Acquisition (RDA) programs when directed.

1.6.2.1.1. Ensures no development or production effort is initiated without an approved ORD or Program Management Directive.

1.6.2.1.2. Investigates source of domestic/foreign non-development items that satisfy EOD requirements.

1.6.2.1.3. Provides Integrated Logistics Support (ILS) planning and management to ensure EOD programs are supportable and supported throughout the system life cycles.

1.6.2.1.4. Performs study and analysis of EOD operations, system performance, and system integration in threat environments that consider current capabilities and improvements, and determines required future capabilities.

1.6.2.1.5. Establish and maintain liaison with the National Air Intelligence Center (NAIC), and other threat agencies, as appropriate to provide threat assessment documents for EOD programs. Provide up-to-date-threat products that meet user and acquisition community needs.

1.6.2.1.6. Review ORD to identify high risk areas and potential problems for the operating and supporting commands' use in finalizing ORDs.

1.6.2.1.7. Manage execution and funding of acquisition programs and identify any disconnects.

1.6.2.2. Detachment 63, Aeronautical Systems Center (Air Force Technical Detachment supporting Joint Service EOD efforts):

1.6.2.2.1. Includes Air Force EOD procedures, tools, equipment, and training devices during weapon systems and subsystems development.

1.6.2.2.2. Submits Air Force EOD weapons systems training aid requirements to HQ Air Combat Command/Civil Engineering Readiness Explosive Ordnance Disposal Division (CEXE) for Program Objective Memorandum (POM) submission.

1.6.2.2.3. Provides a senior service member as Air Force representative to the DoD EOD Military Technical Acceptance Board (MTAB) which has approval authority for all joint service EOD tools, equipment, and procedures.

1.6.2.2.4. Manages Air Force involvement in Joint Service EOD technical orders and Joint Service EOD equipment from acquisition through deactivation and retirement of all weapon systems.

1.6.2.2.5. Manages all Air Force EOD data and hardware requirements for Air Force weapons systems undergoing acquisition or product improvement.

1.6.2.2.6. Reviews all new or altered United States munitions designs or new applications of existing designs to ensure that adequate EOD render safe procedures are available.

1.6.2.2.7. Manages all Air Force specialized 60-series non-nuclear TO accounts.

1.6.2.2.8. Represents the Air Force for Joint Service EOD technical issues and EOD intelligence matters such as (but not limited to): Non-nuclear Munitions Safety Board; Department of Defense Explosive Safety Board (DDESB); American, British, Canadian, Australian (ABCA) agreements; and Joint Captured Material Exploitation Center (JCMEC).

1.6.2.2.9. Represents the Air Force during Joint Service Render Safe Procedures (RSP) validation/verification testing of EOD tools, equipment, and procedures.

1.6.2.2.10. Provides Air Force EOD personnel for munitions disassembly/intelligence gathering operations at Naval EOD Technology Division (NAVEODTECHDIV).

1.6.2.3. SA-ALC/NWIO and NWTB:

1.6.2.3.1. Publishes joint DoD and Department of Energy (DOE) nuclear EOD documents (see TO 11N-1-1, *Joint Nuclear Weapons Publication System Operating Procedures, Specifications, and Standards*).

1.6.2.3.2. Manages Air Force nuclear 60N-series technical data and EOD nuclear training aids.

1.6.2.3.3. Monitors development of nuclear weapons through the entire weapon life cycle.

1.6.2.3.4. Writes and reviews EOD characteristics for all nuclear weapons.

1.6.2.3.5. Sends members to the joint DoD and DOE EOD working groups.

1.6.2.3.6. Represents the Air Force EOD community to the DOE and its national laboratories.

1.6.2.3.7. Coordinate with military liaison offices at the national laboratories to ensure information on maintenance alterations and weapons system updates are sent to MAJCOMs via official message.

1.7. Air Force Special Operations Command (AFSOC):

1.7.1. Manages EOD teams and identifies personnel to support Joint and Air Force Special Operations.

1.7.2. Coordinates EOD support for the HQ USAF Special Operations School.

1.8. Air Force Space Command (AFSPC):

1.8.1. Supplies a trained launch vehicle EOD team to Air Force launch facilities.

1.9. Air Education and Training Command (AETC):

1.9.1. 366 Training Squadron:

1.9.2. Trains specialized EOD technical personnel to meet Air Force requirements.

1.9.3. Assigns an Air Force member to the Technical Training Acceptance Board (TTAB).

1.9.4. Develops, formally reviews, and coordinates EOD training curricula for Phases I and II of the Basic EOD Qualification, Air Force EOD 7-Level Craftsman Course, and Advanced EOD Training Courses.

1.9.5. Coordinates with ASC Detachment 63 to promptly procure new Air Force (single service) equipment, tools, and training devices for Naval School Explosive Ordnance Disposal (NAVSCOLEOD).

1.9.6. Appoints a qualified EOD staff member as the career development course (CDC) technical writer and ensures only graduates of NAVSCOLEOD receive the EOD CDC.

1.9.7. Assists HQ AFCESA with Interservice Training Review Organization issues.

1.10. Pacific Air Forces (PACAF) and US Air Forces in Europe (USAFE):

1.10.1. Designate EOD units as members of the SRF for theater nuclear weapons.

1.10.2. Provide foreign clearance instructions to EOD teams as required of foreign governments and the Department of State (DOS).

1.10.3. Provide guidance and oversight for EOD curriculum at command contingency training sites.

1.10.4. Provide Base Denial training to CE Prime Beef teams per AFI 10-210, *Prime Base Engineer Emergency Force (BEEF) Program*.

1.11. Air Force Reserve Command (AFRC):

1.11.1. Maintains Reserve EOD forces to support gaining command contingency/wartime mission requirements.

1.11.2. Coordinates augmentation of active duty forces to meet operational requirements; e.g. range clearance, VIP missions, and sustainment during active duty deployments.

1.12. Air National Guard (ANG):

- 1.12.1. Maintains ANG EOD forces to support gaining command mission requirements.
- 1.12.2. Coordinates augmentation of active duty forces to meet operational requirements; e.g., range clearance and sustainment during active duty deployments.

1.13. Air Force EOD Units:

- 1.13.1. Supply and equip personnel to support the Air Force EOD mission.
- 1.13.2. Maintain a technical orders library of all required EOD publications.
- 1.13.3. Dispose of EO according to all local, state, Federal, and host nation environmental, health, and safety requirements.
- 1.13.4. Support Federal and Joint Service EOD taskings (i.e., United States Secret Service (USSS), VIP protection teams, and Joint Task Force-Full Accounting taskings) and issue official passports to each EOD individual.
- 1.13.5. Ensure personnel meet the requirements for demolition duty pay and document monthly qualifications.
- 1.13.6. Provide EOR training to base populace as directed by MAJCOM (see AFI 32-4001, *Disaster Preparedness Operations*).
- 1.13.7. Issue to all EOD personnel the personal retention items identified in the EOD ESL and account for non-returnable items during permanent change of station (PCS) transfers.

1.14. EOD Personnel:

- 1.14.1. Must meet the requirements in AFI 36-2105, *Officer Classification* and AFI 36-2108, *Airmen Classification*, respectively.
- 1.14.2. Complete the following formal courses every 72 months. The minimum rank and skill-level requirement for attending these courses are indicated below.
 - 1.14.2.1. J5AZN3E871-001, *Advanced Access and Disablement*: Rank: TSgt Skill Level: 7 level.
 - 1.14.2.2. J5AZN3E871-002, *Advanced Explosive Ordnance Disposal*: Rank: SSgt Skill Level: 7 level.
 - 1.14.2.3. J5AZO3E871-000, *Joint EOD Advanced Nuclear Training*: Rank: SRA Skill level: 5 level.

NOTE:

ARC forces tasked to support nuclear weapons during contingencies will attend Joint EOD Advanced Nuclear Weapons training.

- 1.14.3. Personnel assigned to direct support units attend a formal nuclear course such as *Joint EOD Advanced Nuclear Training*, or a command-unique formal course (e.g., *EUCOM EOD Nuclear Course*) every 48 months.

1.14.3.1. Assigned 48 months or longer in a non-EOD position (unless advanced EOD training is accomplished during that time).

1.14.3.2. There is a 36-month or longer break in service.

1.14.3.3. For active duty forces the AF EOD Career Field Manager, in consultation with the responsible MAJCOM, has waiver authority for this requirement on a case-by-case basis. The individual's prior service EOD history will be evaluated to ensure the individual is qualified for EOD duties, meets criteria listed in AFMAN 36-2108, and meets Air Force Quality Standards. Waiver authority for ARC forces is delegated to the ARC EOD Functional Managers.

1.14.4. Incentive Pay. EOD personnel in a valid EOD position receiving demolition pay must document monthly qualifications (see DoD 7000-14-R, *DoD Financial Management Manual*, Volume 7, Part A, August 1992).

1.14.5. Personnel Reliability Program (PRP):

1.14.5.1. EOD personnel assigned to Flights that directly support a nuclear weapons mission will be coded PRP status code A and meet the requirements listed in AFI 36-2104, *Personnel Reliability Program*.

1.14.5.2. EOD personnel who do not directly support a nuclear weapons mission and do not perform frequent and regular duties requiring physical proximity to active nuclear weapons do not require PRP certification (see AFI 36-2104).

1.14.5.3. EOD units with nuclear roles only during emergencies (i.e., initial response) do not require PRP certification. However, commanders must ensure personnel responding under these conditions meet the intent of the criteria in AFI 36-2104.

1.14.5.4. ARC EOD personnel tasked to support nuclear weapons during wartime will meet the requirement applicable to the level of support (direct or emergency) provided in accordance with AFI 36-2104. Commanders should make every effort to ensure personnel assigned to these positions meet the intent of AFI 36-2104.

1.14.6. Security Clearance Requirements. Candidates for EOD School require a SECRET clearance with a Single Scope Background Investigation (SSBI) initiated. EOD personnel filling a PRP position require a Top Secret/SSBI. If the individual has satisfactorily filled a PRP position in the last five years, a five-year reinvestigation is not required (ref: DoD Directive 5210.42, *Nuclear Weapons Personnel Reliability Program*). EOD personnel supporting the President of the United States require a Periodic Reinvestigation (PR) every five years.

Chapter 2

OPERATIONS AND SUPPORT

2.1. Nonmilitary Explosive Ordnance (EO):

2.1.1. Civil authorities are primarily responsible for the safe handling and disposal of IED, nonmilitary commercial explosives, or similarly dangerous articles located off DoD installations.

2.1.2. Per guidance in DoD Directive 3025.12, *Employment of Military Resources in the Event of Civil Disturbances*, installation commanders may, on notification from civil authorities, provide EOD assistance under the following conditions:

2.1.2.1. The installation commander or designee accompanies the EOD team to the location of the incident.

2.1.2.2. An incident risk category is assigned IAW AFR 136-8. Commanders must limit exposure of EOD personnel to risk of injury or loss of life unless the critical nature of the threat to the civilian population clearly justifies the risk. Base the risk decision on a joint assessment of the incident by the senior EOD representative and the on-scene commander.

2.1.3. Non-DoD toxic or hazardous materials are not taken to military installations for storage or disposal unless:

2.1.3.1. The situation is clearly an emergency or lifesaving operation.

2.1.3.2. Formal agreements exist with other Federal agencies (i.e., Memorandum of Understanding between DoD and the Bureau of Alcohol, Tobacco, and Firearms).

2.2. Military Explosive Ordnance. The U.S. Army normally handles EOD operations within the CONUS. The exceptions to this policy occur when the EO is located on installations, dispersal bases, assigned operational areas, or in the physical possession of another service.

2.2.1. EXCEPTION: The first service to discover an incident involving EO of another service or Federal agency must take immediate actions to prevent or limit damage or injury. Report incidents occurring in another service's operational area according to the procedures of the responsible service. The closest EOD unit should respond immediately with the understanding that the responsible service retains operational control.

2.2.2. EXCEPTION: Qualified EOD personnel from the owning service should perform RSP or continuation procedures (CP) on nuclear weapon systems unique to that particular service.

2.2.3. EXCEPTION: The first service to discover a transportation accident or incident involving Federally-owned or controlled EO must respond immediately, regardless of location. Notify the nearest Army Area Control Center and the nearest installation of the owning service. Get the EOD team to the scene as soon as possible (within 4 hours). Use the fastest mode of transportation available. The objective is to prevent or limit loss of life, injury, property damage, and minimize public inconvenience. Note: The first priority is an immediate response to the accident or incident. After DoD arrives on scene, the various services can sort out responsibilities.

2.3. Managing Hazardous Waste. These procedures apply to all Air Force EOD units within the United States and its territories.

2.3.1. All generating, transporting, storing, treating, or disposing of hazardous waste must satisfy Resource Conservation Recovery Act (RCRA) requirements.

2.3.2. EOD units must comply with the Resource Conservation and Recovery Act (RCRA) Hazardous Waste Management Requirements to Conventional Explosive Ordnance Operations, Military Munitions Rule, and DoD Range Rule. To ensure all legal requirements are met, EOD personnel must consult the Staff Judge Advocate and appropriate Civil Engineer environmental management function before disposing of EO.

| 2.4. Exercise and Contingency Support:

2.4.1. Core Unit Type Code (UTC). EOD teams deploy by EOD UTCs which conform to the Air Force core concept. The Air Force uses EOD UTCs in peace and war to provide for:

2.4.1.1. Building equipment and explosive response sets.

2.4.1.2. Supplying technical data.

2.4.1.3. Emergency response capability.

2.4.1.4. Personnel support package.

NOTE:

Core UTCs are designated as Lead and Follow. A Lead UTC can support one lead flying squadron for 24-hour operations without augmentation. A Follow UTC can support one lead flying squadron for 12-hour operations without augmentation but is normally assigned to a location with at least one Lead UTC. Additional UTCs support these and other non-tactical or notional requirements.

2.4.2. Plan Sourcing Procedures. MAJCOMs will:

2.4.2.1. Update, when necessary, the War and Mobilization Plan, Volume III, Part II (WMP-3, Part 2) and send an information copy to HQ AFCESA/CEXD.

2.4.2.2. Send a UTC availability listing to HQ AFCESA/CEXD between 01 and 15 April to support deliberate and crisis action planning.

2.4.3. Exercise Support. Unless EOD support is readily available, MAJCOMs provide EOD teams to support all aircraft deployment exercises when munitions are used. On-site EOD support is necessary to provide safe and timely support for aircraft and munitions operations.

2.4.4. Nuclear Support Program:

2.4.4.1. Direct Support Unit (Full Capability Nuclear Support). Unit personnel are assigned in PRP positions. Personnel are trained to perform all necessary EOD actions from site stabilization to site recovery.

2.4.4.1.1. EOD personnel certify initially upon assignment to a direct support unit. Individuals certify on EOD nuclear procedures including, as a minimum, render safe procedures, continuation procedures, and component recovery tasks (identify and recover without violating warnings or safety precautions relating to all hazards).

2.4.4.1.1.1. Recertification is not required unless an individual is decertified for cause. Use procedures outlined in 3E8X1 Career Field Education and Training Program (CFETP)

for decertification and recertification procedures. EOD flight superintendents or their designated EOD-qualified representatives perform nuclear certification on EOD teams.

2.4.4.1.1.2. MAJCOMs can develop certification programs to fit their needs. In developing administrative details of certification programs, keep in mind the goal of certification is enhancing nuclear surety and safety standards – not paperwork.

2.4.4.1.2. EOD training on direct-supported systems consists of semi-annual classroom and annual practical training. Training on all DoD systems not directly supported consists of annual classroom training (as a minimum using TO 60N-60-1 and 60N-60-6). Direct support units conduct at least one annual Broken Arrow exercise involving at least one supported system.

2.4.4.2. Indirect Support Unit (Emergency Nuclear Support). Unit personnel maintain technical data and are trained to perform those actions necessary to stabilize an incident site (excluding ARC forces). Unit personnel are not normally on PRP but can perform initial evaluation of an accident/incident and emergency render safe procedures.

2.4.4.2.1. Indirect support units certify on nuclear tasks per 3E8X1 CFETP (nuclear core task items).

2.4.4.2.2. Training consists of annual classroom training on all active DoD systems (as a minimum using TO 60N-60-1 and 60N-60-6). Indirect support units conduct at least one annual Broken Arrow exercise.

2.5. Supporting Very Important Person (VIP) Missions:

2.5.1. Coordinating Support. The U.S. Army is designated as the executive office for all VIP missions from the Office of the Secretary of Defense (OSD), United States Secret Service (USSS), or Department of State (DOS). They task and coordinate all missions by DoD EOD personnel, regardless of service affiliation, through the U.S. Army EOD Very Important Persons Protection Support Activity (USAEODVIPPSA). See AFR 205-12, *Secret Service Support*, for cost recovery procedures.

2.5.1.1. AFR 205-12 outlines VIP support mission requests. Approval authority rests with the MAJCOM EOD functional manager. Approval for ANG EOD support, before nationalization, rests with the individual state adjutant general.

2.5.1.2. All MAJCOMs:

2.5.1.2.1. Coordinate and facilitate VIP support missions directly with their respective EOD units.

2.5.1.2.2. Promptly send all mission information to the tasked unit.

2.5.1.2.3. Ensure EOD personnel comply with mission requirements.

2.5.1.3. MAJCOMs located in the CONUS:

2.5.1.3.1. Designate a POC for the U.S. Army EODVIPPSA office.

2.5.1.3.2. Advise EODVIPPSA of major events or activities affecting their capability to provide EOD support.

2.5.1.3.3. Immediately alert EODVIPPSA of EOD units unable to provide assigned support due to operational commitments of higher precedence.

2.5.2. EOD Personnel Requirements for VIP Missions:

2.5.2.1. EOD personnel supporting Presidential support missions must have a SECRET or higher security clearance based on a current SECRET 5-year periodic reinvestigation.

2.5.2.2. EOD personnel receive a civilian clothing allowance while supporting USSS or DoD missions. AFI 36-3014, *Clothing Allowance for Air Force Personnel*, specifies authorized amounts, how to apply, and how to get reimbursement. Flight chiefs selecting personnel for support missions should first consider sending individuals already receiving a civilian clothing allowance.

2.5.2.3. AFRC personnel must be serving an active duty tour of at least 30 consecutive days to be eligible to provide VIP support.

2.5.3. EOD Credentials and Pins:

2.5.3.1. USAEODVIPPSA issues DD Form 2335, **DoD EOD Credentials**, and identification pins to qualified EOD personnel performing VIP support.

2.5.3.2. Unless otherwise directed by EODVIPPSA, MAJCOMs consolidate subordinate unit requirements for credentials and submit them to U.S. Army EODVIPPSA.

2.5.3.3. Units. Send the full name, security clearance, and social security number of all personnel requiring EOD credentials to appropriate MAJCOM. On receiving credentials, units will:

2.5.3.3.1. Have the individual sign the credentials.

2.5.3.3.2. Attach to the credentials a 1-1/4 inch by 1-1/2 inch head and shoulder color photograph of the individual in appropriate civilian clothing.

2.5.3.3.3. Seal each of the two parts of the credentials separately in clear plastic laminate. Do not laminate credentials together as one piece, back-to-back.

2.5.3.3.4. Keep complete records of individuals receiving credentials and identification pins. When not in use, protect and store credentials and pins in the same manner as confidential material.

2.5.3.3.5. EOD units will provide VIPPSA with a complete inventory of pins, credentials, and placards in their possession semiannually (Jan/Jul).

2.5.3.3.6. Forward the DD Form 2335 to the gaining organization to which the individual is transferring when the new assignment meets the criteria in paragraph [2.5.3.1.](#)

2.5.3.3.7. When an individual separates or when duties do not meet the criteria in paragraph [2.5.3.1.](#), destroy credentials locally and annotate destruction in part 3 of semiannual inventory. Note: Written official correspondence from USAEODVIPPSA takes precedence over this paragraph.

2.5.3.4. Immediately report lost DD Form(s) 2335 and identification pins to:

2.5.3.4.1. Army EODVIPPSA. Message address: CINCUSACOM/USAEODVIPPSA/FT GILLEM GA//AFYB-VIP//.

2.5.3.4.2. Executive Secretary of the Department of Defense. Message address: OSD WASHINGTON DC//ES//.

2.5.3.4.3. Nearest USSS field office.

2.5.3.4.4. Respective MAJCOM and servicing Air Force Office of Special Investigation.

2.5.3.5. Due to the access a DD Form 2335 and identification pin affords the bearer, do not use or carry them except while supporting a VIP mission. During the mission, do not leave these items unattended in hotel rooms. Keep them in your possession at all times.

2.6. EOD Reporting:

2.6.1. Using Explosive Ordnance Disposal Report, AF Form 3579, RCS: HAF-CE(AR)9355. This report contains facts and statistics for managing the Air Force EOD program. Managers use it to analyze trends, identify deficiencies, plan training, and project future activities in all aspects of the EOD program. The emergency status of this report is category level two (C-2) and requires you to continue normal reporting during emergency conditions. See [Attachment 2](#) for details on managing and submitting the EOD report.

2.6.2. Reporting the Status of Resources and Training System (SORTS). All Air Force EOD units must submit this report monthly (see AFI 10-201, *Status of Resources and Training System (SORTS)*).

2.6.2.1. MAJCOMs:

2.6.2.1.1. Prepare the unit's Designed Operational Capability (DOC) statements.

2.6.2.1.2. Monitor SORTS to identify problems and determine possible solutions.

2.6.2.1.3. Consolidate and submit command recommendations with unit reports (see AFI 10-201).

2.7. Bomb Data Center (BDC) Program:

2.7.1. The Federal Bureau of Investigation (FBI) BDC:

2.7.1.1. Collects information on IEDs and terrorist activities encountered by civil law enforcement, public safety, and military agencies, including types of IEDs found in various locations.

2.7.1.2. Evaluates, records, and disseminates this data to authorized personnel and agencies participating in the program to aid in preparing contingency plans.

2.7.2. All USAF EOD units must participate in this program and maintain the required BDC publications directed by their MAJCOM.

2.7.3. EOD units submit requests to establish or delete accounts and unit address changes to HQ AFCEA/CEXD.

2.7.4. MAJCOMs send copies of unclassified EOD reports of actual or attempted explosive or incendiary incidents to the FBI BDC.

2.7.5. Securing Restricted BDC Material. Handle FBI BDC material preprinted with the marking RESTRICTED INFORMATION as "FOR OFFICIAL USE ONLY" (FOUO) material. Destroy this material so unauthorized personnel cannot access it.

Chapter 3

TRAINING

3.1. Training Objectives. The Air Force EOD Training Program aims to produce professional, highly qualified, technically proficient EOD teams capable of safely and efficiently performing peacetime and wartime EOD missions. EOD proficiency training enables EOD teams to achieve and maintain a level of competency to safely and effectively deal with explosive hazards.

3.1.1. EOD team members are trained to a knowledge level sufficient to determine and observe correct safety requirements needed before and during reconnaissance, and obtain the information necessary to positively identify ordnance items and formulate an appropriate render safe or disposal plan.

3.1.2. Hands-on practical training is necessary for required proficiency. EOD team members meet acceptable performance standards, with the aid of applicable publications, by correctly performing EOD procedures without committing errors that degrade safety and risk injury.

3.2. Responsibilities:

3.2.1. HQ AFCESA/CEXD:

3.2.1.1. Submits MAJCOM inputs on training topic for use in computer-based training applications.

3.2.1.2. Develops, updates, and publishes the Career Field Education and Training Plan (CFETP) and Specialty Training Standard.

3.2.2. MAJCOMs:

3.2.2.1. Recommend subject and task material in writing to HQ AFCESA/CEXD.

3.2.2.2. Set up procedures to schedule, complete, and document training requirements.

3.2.2.3. Request and manage quotas for EOD formal training courses.

3.2.2.4. Monitor personnel attendance to ensure maximum course utilization and prevent lapses in individual certifications.

3.2.2.5. Supplement the CFETP to include MAJCOM-unique requirements.

3.3. Training for Air National Guard (ANG)/Air Force Reserve Command (AFRC) Forces:

3.3.1. ANG and AFRC personnel will meet all upgrade training standards established for the career field. The minimum required recurring training listed in the Standard Training Package (STP) will include all MK series tools, render safe techniques, other EOD special purpose tools available at the unit, assigned ordnance, supported aircraft, and Secret Service and State Department VIP support requirements (AFRC ONLY). All ARC personnel filling critical Unit Type Code (UTC) positions must participate in the Silver Flag program at least every three years.

3.3.2. During periods of active duty force deployment, ANG and AFRC EOD forces augment remaining active EOD personnel as deployment and base sustainment forces. During this period, ANG and AFRC personnel receive intensive training on items identified in the theater order of battle and other foreign ordnance they may encounter during and after hostilities. Air Reserve Component

forces will be proficient to the levels noted in paragraph 3.1.1. and paragraph 3.1.2. before the expected date of EOD force rotation.

3.4. Obtaining Certification. CONUS EOD personnel filling a critical UTC position must participate in Silver Flag Exercise Site (SFES) activities every two years. Report certification in Status of Resources and Training System (SORTS).

3.5. Standard Training Package (STP). The STP computer disk contains the frequency and minimum training requirements for all EOD personnel. Training comes in these categories:

3.5.1. Group I - Monthly Qualification Training. Training or operations using cartridge-actuated tools, demolition explosives, or pyrotechnic devices to perform render-safe procedures (RSP) or general demolition. Includes:

3.5.1.1. Briefings on unique munitions and weapon system features and safety precautions.

3.5.1.2. Using equipment.

3.5.1.3. Equipment limitations.

3.5.2. Group II - Semiannual Training Requirements. Classroom instruction (should coincide with the Group IV schedule), including:

3.5.2.1. Assembling tools.

3.5.2.2. Brief safety precautions and key features.

3.5.2.3. Brief capabilities and limitations.

3.5.2.4. Hands-on training (if possible).

3.5.3. Group III - Annual Training Requirements. Classroom training on specific items.

3.5.4. Group IV - Practical Training and Exercise Requirements. Team exercises allow members to apply classroom knowledge to formulate plans, select and use the proper equipment, manage personnel, and direct operations to resolve incidents or accidents involving EO. Practical training will be accomplished by all team members.

3.5.5. Group V - Supplementary Training. Ancillary or other specialized training is required by directive to perform general or specific additional military duties. This section may be used to record training beyond STP requirements.

3.6. Flight Training Requirements. All EOD personnel at flight level will participate in unit training. Training records will be maintained on all personnel assigned to operational EOD flights. If management duties prevent the senior officer and NCO of the flight from full participation in training, the following training as a minimum will be completed: monthly proficiency, nuclear weapons training (or certification), and SORTS reportable training.

Chapter 4

EOD EQUIPMENT AND SUPPLY LISTING (ESL)

4.1. Overview. The ESL identifies minimum EOD mobility equipment required to support contingency and operational plans. HQ AFCESA/CEXD publishes and distributes to MAJCOMs for implementation. MAJCOMs must use this document when determining equipment requirements for their flights. The availability of these assets are SORTS reportable.

4.1.1. MAJCOMs must adhere to the ESL requirements to standardize equipment throughout the Air Force EOD program. To ensure standardization of EOD equipment and supplies, recommended changes to any part of the ESL must have the concurrence of all MAJCOMs.

4.1.2. Individuals must maintain and protect all items issued to them. When reassigned, issued personal equipment accompanies the individual as professional equipment. The losing unit must forward one copy of the individual's AF Form 538 or a computer-generated form to the gaining unit to ensure accountability. The individual must handcarry one copy.

4.1.3. MAJCOMs provide an updated equipment spreadsheet to HQ AFCESA/CEXD semiannually (October and May). HQ AFCESA/CEXD consolidates MAJCOM inputs for use during the POM Build and Munitions Buy Budget process.

4.1.4. MAJCOMs provide HQ AFCESA/CEXD munitions expenditure data, by unit, for the period of October through April each year. This data is used to justify munitions allocations for the following year. At the same time MAJCOMs submit this munitions expenditure data, they also submit mission- or training-related justification for increases or decreases beyond the current five-year munitions forecast.

4.2. Form Prescribed. AF Form 3579, **Explosive Ordnance Disposal Report.**

MICHAEL E. ZETTLER, Lt General, USAF
DCS/Installations & Logistics

Attachment 1**GLOSSARY OF REFERENCES AND SUPPORTING INFORMATION*****References*****Departmental Publications**

AFPD 10-6, *Mission Needs and Operational Requirements*

AFI 10-201, *Status of Resources and Training Systems (SORTS)*

AFI 10-210, *Prime Base Engineer Emergency Force Program*

AFI 13-212, *Weapons Ranges Management*

AFPD 32-30, *Explosive Ordnance Disposal*

AFI 32-4001, *Planning and Operations*

AFI 32-9004, *Disposal of Real Property*

AFI 36-2104, *Nuclear Weapons Personnel Reliability*

AFI 36-2105, *Officer Classification*

AFI 36-2108, *Airman Classification*

AFI 36-3014, *Clothing Allowance for Air Force Personnel*

AFMAN 37-139, *Disposition of Air Force Records - Records Disposition Schedule*

AFR 136-8, *Interservice Responsibilities for Explosive Ordnance Disposal*

AFR 205-12, *Secret Service Support*

DoD Directives, Regulations and Instructions

DoD 3025.12, *Employment of Military Resources in the Event of Civil Disturbances*

DoD 5160.62, *Single Manager Responsibility for Military Explosive Ordnance Disposal Technology and Training*

DoD 5210.42, *Nuclear Weapon Personnel Reliability Program*

DoD 7000-14-R V7, PTA, *DoD Military Pay and Allowances Entitlements Manual*

Technical Orders

TO 11N-1-1, *Joint Nuclear Weapons Publications System Operating Procedures, Specifications, and Standards*

TO 60A-1-1-7, *Field Evaluation and Intelligence*

TO 60N-60-1, *EOD Procedures, General Information Applicable to Nuclear Weapons*

TO 60N-60-6, *EOD Procedures, RSP for Nuclear Weapons*

Miscellaneous Instructions

OPNAVINST 5513.3, *Implementation of EOD Non-nuclear Classification Guide*

Abbreviations and Acronyms

ACC—Air Combat Command

ACC/CEXE—Civil Engineering Readiness Explosive Ordnance Disposal Division

ABCA—American, British, Canadian, Australian Agreement

AETC—Air Education & Training Command

AFCESA—Air Force Civil Engineer Support Agency

AFI—Air Force Instruction

AFJI—Air Force Joint Instruction

AFMC—Air Force Materiel Command

AFPD—Air Force Policy Document

AFRC—Air Force Reserve Command

AFSOC—Air Force Special Operations Command

AFSPC—Air Force Space Command

AMC—Air Mobility Command

ANG—Air National Guard

AOR—Area of Responsibility

ANGRC—Air National Guard Readiness Center

ARC—Air Reserve Component

ASC—Aeronautical Systems Center

BDC—Bomb Data Center

BEEF—Base Engineer Emergency Force

CAF—Combat Air Forces

CASP—Computer Automated Software Program

CDC—Career Development Course

CE—Civil Engineer

CEX—Civil Engineer Contingency Support Directorate

CEXD—Civil Engineer Explosive Ordnance Disposal Division

CFETP—Career Field Education and Training Plan

CONUS—Continental United States

CP—Continuation Procedures

DDESB—Department of Defense Explosive Safety Board

DOC—Designed Operational Capability.

DOD—Department of Defense

DOE—Department of Energy

DOS—Department of State

EO—Explosive Ordnance

EOD—Explosive Ordnance Disposal

EODWG—Explosive Ordnance Disposal Working Group

EOR—Explosive Ordnance Reconnaissance

EPA—Environmental Protection Agency

ESL—Equipment Supply Listing

FBI—Federal Bureau of Investigation

FOUO—For Official Use Only

IED—Improvised Explosive Device

ILEOR—Installations Logistics Engineering Operations Readiness

IND—Improvised Nuclear Device

IOT&E—Initial Operational Testing & Evaluation

ITR—Individual Training Record

JCMEC—Joint Captured Material Exploitation Center

JROD—Jet Remote Ordnance Disrupter

MAJCOM—Major Command

MO—Military Ordnance

MTAB—Military Technical Acceptance Board

NAVSCOLEOD—Naval School Explosive Ordnance Disposal

NAVEODTECDIV—Naval Explosive Ordnance Disposal Technology Division

NCO—Non-Commissioned Officer

NSO—Nuclear Support Office

OCONUS—Outside Continental United States

ORD—Operational Requirements Document

OSD—Office Secretary of Defense

PACAF—Pacific Air Force

PCS—Permanent Change of Station

POC—Point of Contact

POM—Program Objective Memorandum.

PR—Periodic Reinvestigation

PRP—Personnel Reliability Program

RCRA—Resource Conservation Recovery Act

RIC—Resource Inventory Control

RSP—Render Safe Procedures

SFES—Silver Flag Exercise Site

SFG—Security Force Group

SOEOD—Special Operations Explosive Ordnance Disposal

SORTS—Status of Resources and Training System

SPO—System Program Office

SRF—Service Response Force

SSBI—Single Scope Background Investigation

STP—Standard Training Package

TO—Technical Order

TTAB—Technical Training Acceptance Board

USAFE—United States Air Force Europe

USAEODVIPPSA—United States Army Explosive Ordnance Disposal Very Important Persons Protection Support Activity

USCENTAF—United States Central Air Forces

USSS—United States Secret Service

UTC—Unit Type Code

VIP—Very Important Person

WMP—War Mobilization Plan

Terms

Area Control Center—A U.S. Army EOD Control Center providing operational control, planning, and administrative service for an assigned geographical areas.

Certification & Qualification—An individual, trained and signed-off as competent to accomplish a task is “qualified.” Qualification is certified by someone with authority over the qualifying person as formal confirmation or guarantee that the individual is ready to perform the task.

Common-Type Training—EOD training required by two or more Services for normal EOD operations.

Coordination—Active participation by those Service elements with an interest in EOD activities.

Department of Defense (DoD) EOD Program Board—A board with a representative from each military department that advises the Executive Manager (EM) in EOD technology and training matters.

Direct Support Unit—A level of nuclear capability (full capability nuclear support) maintained by units that support nuclear weapon storage areas, one or more consolidated support bases storing these systems, or a location identified by Air Mobility Command (AMC) as a primary throughput or divert-location.

Executive Manager (EM)—A U.S. Navy Flag Officer appointed by the Secretary of the Navy to manage the DoD EOD technology and training, including: EOD research and development (R&D) programs. EOD procedures and related technical documentation required by operational forces. Common-type EOD training of operational forces.

Explosive Ordnance (EO)—All munitions containing explosives, nuclear fission or fusion materials, and biological and chemical agents. This includes bombs and warheads; guided and ballistic missiles; artillery, mortar, rocket and small arms ammunition; all mines, torpedoes, and depth charges; demolition charges; pyrotechnics; clusters and dispensers; cartridge and propellant actuated devices; electro-explosive devices; clandestine and improvised explosive devices; and all similar or related items or components explosive in nature.

Explosive Ordnance Disposal (EOD)—The detection, identification, on-site evaluation, rendering safe, recovery, and final disposal of unexploded explosive ordnance, including damaged or deteriorating explosive ordnance. It may also include explosive ordnance which has become hazardous by damage or deterioration.

EOD Incident—The suspected or detected presence of unexploded explosive ordnance, or damaged explosive ordnance, which constitutes a hazard to operations, installations, personnel or material. Not included in this definition are the accidental arming or other conditions developing during the manufacture of high-explosive material, technical service assembly operations, or the laying of mines and demolition charges.

EOD Procedures—Those particular courses or modes of action taken by an explosive ordnance disposal team for access to, diagnosis, rendering safe, recovery, and final disposal of explosive ordnance or any hazardous material associated with an EOD incident. EOD procedures are never performed by less than two trained and qualified individuals.

Access Procedures—Those actions taken to locate exactly and gain access to unexploded explosive ordnance.

Diagnostic Procedures—Those actions taken to identify and evaluate unexploded explosive ordnance.

Render Safe Procedures—The portion of the EOD procedures involving the application of special explosive ordnance disposal methods and tools to provide for the interruption of functions or separation of essential components of unexploded explosive ordnance to prevent an unacceptable detonation.

Recovery Procedures—Those actions taken to recover unexploded explosive ordnance.

Final Disposal Procedures —The final disposal of explosive ordnance which may include demolition or burning in place, removal to a disposal area, or other appropriate means.

EOD Team—Comprised of two or more personnel (AFS 3E8X1, at least one who as been awarded a 5 or higher skill level) with special training and equipment who perform EOD procedures on explosive ordnance (such as bombs, rockets, mines, projectiles, and booby traps), make intelligence reports on such ordnance, and supervise the safe removal thereof.

Explosive Ordnance Reconnaissance (EOR)—The investigation, detection, location, marking, initial identification and reporting of suspected unexploded explosive ordnance, by explosive ordnance

reconnaissance agents, in order to determine further action.

EOD Tools and Equipment—Tools and equipment specifically designed for use by qualified EOD personnel to perform EOD procedures.

Improvised Explosive Device (IED)—A device placed or fabricated in an improvised manner incorporating destructive, lethal, noxious, pyrotechnic or incendiary chemicals, designed to destroy, disfigure, distract or harass. It may incorporate military stores, but are normally devised from non-military components.

Improvised Nuclear Device (IND)—A device incorporating radioactive materials designed to result in the dispersal of radioactive material or in the formation of nuclear-yield reaction. Such devices may be fabricated in a completely improvised manner or may be an improvised modification to a US or foreign nuclear weapon.

Indirect Support Unit—A level of nuclear capability (emergency nuclear support) maintained by all EOD units. Units that are not direct support units are by default indirect support units.

Military Technical Acceptance Board (MTAB)—A board composed of senior EOD Service detachment officers at the Naval EOD Technology Center (NAVEODTECHCEN) who approve tools, equipment, techniques, procedures, and publications for EOD use.

Physical Possession—The Service with custody of the EO at the time of an EOD incident. Physical possession ceases when the EO is intentionally launched, placed, fired, or released.

Special Improvised Explosive Device (SIED)—A device incorporating radioactive, chemical, and or biological materials designed to result in the dispersal of lethal, radioactive, or poisonous material or in the formation of nuclear-yield reaction. Such devices may be fabricated in a completely improvised manner or may be an improvised modification to a US or foreign nuclear weapon.

Technical Training Acceptance Board (TTAB)—A board composed of senior EOD Service detachment officers at the Naval School EOD (NAVSCOLEOD) who coordinate, approve, and standardize all EOD common-type training under the purview of the EM.

Unexploded Explosive Ordnance—Explosive ordnance which has been primed, fuze, armed, or otherwise prepared for action, and which has been fired, dropped, launched, projected or placed in such a manner as to constitute a hazard to operations, installations, personnel, or materiel and remain unexploded by malfunction or design, or for any other cause.

Attachment 2

AIR FORCE EOD INCIDENT REPORTING SYSTEM

A2.1. General. The Air Force EOD incident reporting system gathers information about EOD operations within the Air Force. EOD units report their operations on AF Form 3579, Explosive Ordnance Disposal Report (RCS: HAF-CE (AR) 9355), called the EOD Report. The system allows managers to measure success and efficiency, plan training, and project future Air Force EOD activities. The AF Form 3579 is divided into four sections: AF Form 3579A, Explosive Ordnance Disposal Report; AF Form 3579B, Explosive Ordnance Disposal Range Operation Report; AF Form 3579C, Explosive Ordnance Disposal VIP Support Report; and AF Form 3579D, Explosive Ordnance Disposal Miscellaneous Report. All EOD reports will include an AF Form 3579A. For example, a unit submitting a VIP Support Report would complete an AF Form 3579A and AF Form 3579C. AF Form 3579A provides essential data pertaining to all other sections of the report. Note: AF Form 3579D is optional and may be used as directed by MAJCOMs.

A2.1.1. The EOD supervisor has considerable latitude to decide what procedures to use in each situation. When possible, use procedures in 60-series manuals. If EOD personnel must deviate from published procedures (as in TO 00-5-1), state the reason in the EOD report and describe the exact procedure via step-by-step sequence. This record allows subsequent evaluation of the procedure for possible inclusion in 60-series manuals.

A2.2. Responsibility. HQ AFCEA/CEXD reviews all EOD reports for adequacy of publications, tools, and equipment, and maintains historical records of significant reports.

A2.3. Submitting EOD Reports:

A2.3.1. EOD units must submit an EOD report when they:

A2.3.1.1. Perform render safe or disposal procedures.

A2.3.1.2. Clear contaminated areas of explosive ordnance.

A2.3.1.3. Respond to an aircraft crash, in-flight emergency, ordnance pickup, IED incident, or request for EOD evaluation or technical assistance.

A2.3.1.4. Provide VIP Support

A2.3.1.5. Dispose of unserviceable or excess munitions or other material in accordance with AF Form 191, Ammunition Disposition Report, or other documents authorizing disposal.

A2.3.1.6. Find unknown foreign ordnance (see TO 60A-1-1-7 for initial reporting).

A2.3.1.7. Test an item or technique under simulated or actual operational conditions to determine if it satisfies the specified military requirements or characteristics. All units performing or supporting service test operations must include a brief description of the items tested and of the tests performed in their initial report.

A2.3.2. Submit supplementary reports for each subsequent search and recovery mission to finish an incomplete EOD operation or when a MAJCOM or HQ AFCEA requires certification or additional information. Units must submit EOD reports through the MAJCOM within five working days after completing an operation, or within five working days after the end of the month for consolidated

reports. MAJCOMs review and electronically forward the report to HQ AFCESA/CEXD. MAJCOMs may not delay submitting the report to add photographs or other attachments. MAJCOMs may forward attachments as a supplementary report.

A2.3.3. MAJCOMs send a copy of all EOD reports containing information on deficiencies, recommendations for tools, equipment, and technical orders, or reports of unknown foreign ordnance to Det 63, NAVEODTECHDIV, 2008 Stump Neck Road, Indian Head MD 20640-5099.

A2.3.4. If a MAJCOM requires more information on an operation or needs clarification of an EOD report, forward the basic report to HQ AFCESA with a note in the narrative block stating a supplementary report follows. The MAJCOM then directs the unit to submit a supplementary report answering specific queries.

A2.4. Classifying EOD Reports. Classify EOD reports in accordance with applicable security directives and classification guides. Use guidelines from OPNAVINST 5513.3, *Implementation of EOD Non-nuclear Classification Guide*. *MAIL CLASSIFIED EOD REPORTS TO HQ AFCESA/CEXD. DO NOT SEND CLASSIFIED EOD REPORTS ELECTRONICALLY.*

A2.4.1. UNCLASSIFIED:

A2.4.1.1. EOD procedures for unclassified dispensers, launchers, and training and practice munitions.

A2.4.1.2. All other disposal procedures, unless replacing an RSP.

A2.4.1.3. Aircraft safing procedures.

A2.4.1.4. Using specific tools or procedures to gain access to munitions or its fuzing to perform an RSP or disposal.

A2.4.2. CONFIDENTIAL. These procedures require at least a CONFIDENTIAL classification:

A2.4.2.1. Disposal replaces an RSP (when no known RSP exists).

A2.4.2.2. Information revealing a lack of RSPs for munitions and fuzing.

A2.4.2.3. Information on contact with unknown foreign munitions of possible intelligence value (that is, not obsolete).

A2.4.2.4. Using specific tools or procedures to render safe specific munitions or its fuzing, including IEDs (except as noted above).

A2.4.2.5. Using a tool or procedure to simultaneously gain access and render safe a specific munitions item or its fuzing. For example, using a Jet Remote Opening Device (JROD) to break open a container is UNCLASSIFIED, but using a JROD to penetrate and disrupt components of a specified IED is CONFIDENTIAL.

A2.5. Preparing AF FORM 3579A, EOD Reports:

A2.5.1. TO: HQ AFCESA/CEXD, 139 Barnes Drive, Suite 1, Tyndall AFB FL, 32404.

A2.5.2. THRU (MAJCOM): Enter the MAJCOM's complete mailing address.

A2.5.3. FROM: Enter the unit's complete mailing address.

A2.5.4. Block 1, REPORTED BY: Enter grade, name, and organization of the person first reporting the incident to EOD.

A2.5.5. Block 2, UNIT CONTROL NUMBER: The unit control number consists of the EOD TODO account number, the last two digits of the current year, and the numerical sequence of the incident for the calendar year. For example, the first incident of 1993 for the 437 CES would be F505S-93-0001. Supplemental reports for an incident have a sequential alphabetical suffix following the original report number (for example, F505S-93-001A, F505S-93-001B). Reports on incidents occurring in a previous calendar year but reported in the next have the date the incident terminates.

A2.5.6. Block 3: Enter the following:

A2.5.6.1. The time and date of the incident.

A2.5.6.2. The time EOD personnel started support.

A2.5.6.3. When the operation terminated.

A2.5.6.4. Report any EOD action after this stop-time and date via a supplemental report.

A2.5.7. Block 4A, PARTICIPATING: Enter the number of EOD and other personnel participating in the operation. Other personnel participating refers to personnel performing a function that would normally be performed by EOD personnel, if the other personnel were not available, for example, heavy equipment operators or security personnel.

A2.5.8. Block 4B, MANHOURS: Enter number of total work hours (M/H) expended by EOD and other personnel (see above) to directly support an operation. Exclude time spent away from the operation. Round time to nearest the work hour. Work hours need not correspond to the difference between the start and stop times. Direct support includes time for:

A2.5.8.1. Loading and unloading equipment.

A2.5.8.2. Essential travel.

A2.5.8.3. Preparing the operation and reports.

A2.5.9. Block 5, SPECIAL IDENTIFIER: In blocks 5A, 5B, 5C, and 5D, enter the appropriate codes from the pick list that applies to block.

A2.5.10. Block 6, INJURY/PROPERTY DAMAGE/ DEFICIENCY INFORMATION: In blocks 6A, 6B, and 6C, enter the appropriate codes from the pick list. Note: Injuries include personnel directly injured as a result of the incident. Property damage is damage resulting directly from the incident. Deficiencies should include tools, equipment and procedures. Any YES entries can be further clarified in the narrative. For each deficiency, MAJCOMs should indicate the desired or actual corrective actions needed or taken.

A2.5.11. Block 7, EPA INFORMATION:

A2.5.11.1. Block 7A, PERMIT REQUIRED: Check block that applies to the incident.

A2.5.11.2. Block 7B, PERMIT TYPE: Fill in Emergency/Non-Emergency.

A2.5.11.3. BLOCK 7C, PERMIT NUMBER: The permit number issued for that response.

A2.5.12. Block 8, PERSONNEL PARTICIPATING: Include at least the grades and names of all participating EOD personnel.

A2.5.13. Block 9, ORDNANCE:

A2.5.13.1. In blocks 9A, 9B, 9E, and 9F, enter the appropriate codes from the pick list or field pull down list.

A2.5.13.2. In block 9C, enter the number of items involved. If bulk explosives are listed, list quantity for each different type of explosive and then indicate the quantity in pounds in the narrative.

A2.5.13.3. Block 9D is self-explanatory.

A2.5.13.4. In block 9G, indicate the technical orders or manuals and the specific paragraph used to perform the RSP or disposal.

A2.5.14. Block 10, ATTACHMENTS: List all attachments (for example, 1. Hold Harmless Agreement; 2. Incident Photo #1; 3. Incident Photo # 2; 4. EPA Permit).

A2.5.15. Block 11, TYPED OR PRINTED NAME AND SIGNATURE OF TEAM CHIEF: The EOD supervisor of the operation will type or print his or her name and sign to indicate the report is valid and complete. Electronically sign the form like this: //SIGNED//.

A2.5.16. Block 12, TYPED OR PRINTED NAME AND SIGNATURE OF EOD SUPERVISOR: The EOD flight chief types or prints his or her name and signs to approve the report. Electronically sign the form like this: //SIGNED//.

A2.5.17. Block 13, DATE: Enter the date the EOD flight chief signs the report.

A2.5.18. Block 14, MAJCOM STAFF MANAGER: The MAJCOM EOD staff manager prints, stamps, or types his or her name and signs indicating the forms are correct and complete. Electronically sign the form like this: //SIGNED//.

A2.5.19. Block 15, MAJCOM COMMENTS: MAJCOMs check YES or NO. If yes, add comments in the narrative block or as an attachment.

A2.5.20. Block 16, DATE: Date of MAJCOM review.

A2.5.21. NARRATIVE:

A2.5.21.1. Include a narrative when the EOD operation is unusual or significant, or when you deviate from TO procedures or use untested ones.

A2.5.21.2. To clarify or record an incident, include an operation narrative.

A2.5.21.3. Include any deficiencies or recommendations for tools, equipment, or TOs. Submit TO change requests on AFTO Form 22 (see TO 00-5-1) and unsatisfactory reports on equipment according to TO 00-35D-54.

A2.5.21.4. Ensure narratives tell a complete story so other units can benefit from your experience.

A2.5.21.4.1. Attach or digitally scan maps, drawings, pictures, and like items to enhance the report. For unknown ordnance items, include measurements, markings, painting, or digital photographs.

A2.5.21.4.2. Fully describe any damage, injuries, or deaths incurred as a direct result of EOD operations.

A2.5.21.4.3. Include a brief statement describing how you finally disposed of the items. Use supplemental sheets as necessary.

A2.5.21.5. When you deviate from approved and published procedures, report the exact procedures you used in step-by-step sequence. Include why you deviated and as many photographs as possible.

A2.5.21.6. When performing untested procedures or developing procedures in the field for munitions with no approved EOD procedures, describe these procedures in full detail in step-by-step sequence. Include the tools; amount, type, and placement of explosive, protective measures; and so on. Include a sequence of photographs or drawings, if possible. Clearly state when untested procedures are used.

A2.5.21.7. If additional space is needed, use a narrative continuation sheet.

A2.6. Preparing AF FORM 3579B, EOD Range Operation Reports . When completing EOD Range Operation Reports, ensure AF Form 3579A has been completed.

A2.6.1. Block 1, UNIT CONTROL NUMBER: Enter Unit Control Number.

A2.6.2. Block 2, CUSTOMER WORK ORDER/CONTROL NUMBER: Enter locally assigned customer control number if applicable.

A2.6.3. Block 3, RANGE IDENTIFICATION: Check the type of range and the frequency of clearance.

A2.6.4. Block 4, TARGETS CLEARED: Check all that apply.

A2.6.5. Block 5, RECOVERED ORDNANCE DATA: Number in tons.

A2.6.6. Block 6, DISPOSAL DATA: Check the applicable blocks.

A2.6.7. Block 7, COST DATA: Enter values for each that applies, rounded up to the nearest dollar.

A2.6.8. Block 8, EXPENDITURES LIST: Enter the quantities for each item expended.

A2.6.9. Block 9, DEMOLITION MATERIALS USED: Enter the quantity of materials used.

A2.6.10. BLOCK 10, ADDITIONAL EXPENDITURES: Enter the quantity of additional materials expended.

A2.7. Preparing AF FORM 3579C, EOD VIP Support Reports . When completing VIP support reports (AF Form 3579C), ensure an AF Form 3579A has been completed.

A2.7.1. BLOCK 1, UNIT CONTROL NUMBER: Enter Unit Control Number.

A2.7.2. Block 2, VIP MISSION NUMBER: Enter VIP mission number.

A2.7.3. Block 3, TEAM REQUIREMENTS: Enter the number of team requirements to support the mission.

A2.7.4. Block 4, PROTECTEE: Check the applicable block.

A2.7.5. Block 5, AGENCY SUPPORTED: Check the applicable block.

A2.7.6. Block 6, LOCATION: Enter location of VIP mission.

A2.7.7. Block 7, DATES: Enter start and end date of VIP mission.

A2.7.8. Block 8, ESTIMATED COST: Enter cost in the appropriate block in dollars.

A2.7.9. Block 9, CONFINED SPACE ENTRY: Check the applicable block. If yes (confined space entry was performed), explain in narrative.

A2.7.10. Block 10, CLOTHING ALLOWANCE INFORMATION: The first two entries will be the same every time until you receive a new clothing allowance. Then the same new information will be used every time on future reports.

A2.7.10.1. Rank: Enter rank of the individual receiving the allowance.

A2.7.10.2. Name: Enter the name of the individual receiving the allowance.

A2.7.10.3. Date Received: Enter date payment was received.

A2.7.10.4. Amount Received: Enter the amount of allowance received.

A2.7.10.5. Actual Spent on Mission: For the first mission under this new reporting system, personnel should estimate the total cost for all missions since their last clothing allowance was received. Enter the amount actually spent on appropriate clothing to support subsequent missions rounded up to the nearest dollar. This information will be used as historical data to justify future clothing allowance increases.

A2.8. Preparing AF FORM 3579D, EOD Miscellaneous Report . When completing EOD Miscellaneous Reports (AF Form 3579D), ensure AF Form 3579A has been completed. This report is optional and may be used as directed by MAJCOMs.

A2.8.1. Block 1, UNIT CONTROL NUMBER: Enter unit control number.

A2.8.2. Block 2, TRAINING INFORMATION: Complete all applicable sections.

A2.8.3. Block 3, TDY INFORMATION: Complete all applicable sections.

A2.8.4. Block 4, ASSIGNED PERSONNEL: Complete all applicable sections.

A2.8.5. Block 5, OUTBOUND PERSONNEL: Complete all applicable sections.

A2.8.6. Block 6, INBOUND PERSONNEL: Complete all applicable sections.

A2.8.7. Block 7, MANPOWER UTILIZATION: Complete all applicable sections.

A2.9. Handling Incomplete EOD Operations:

A2.9.1. It may be extremely difficult to determine how many explosive or hazardous items remain after an aircraft crash, storage-area explosion, or similar disaster. EOD units must make every reasonable effort to recover and dispose of all explosive and hazardous items. When units cannot recover or account for all explosive or hazardous items during the initial response, the EOD operation is incomplete and units must report the operation using these guidelines:

A2.9.1.1. In Block 9, ORDNANCE: Include the total number of items recovered or accounted for during the initial response.

A2.9.1.2. In Narrative Block: The initial EOD report must include the total number of explosive and hazardous items involved.

A2.9.2. Prepare an EOD Supplementary Report on AF FORM 3579A for each subsequent search and recovery mission until you complete the operation:

A2.9.2.1. In Block 9, ORDNANCE: Include the number of items recovered as of this report.

A2.9.2.2. In Narrative Block: include the total number of explosive and hazardous items and the number of items recovered during previous missions.

A2.9.3. If reasonable search efforts fail to recover or account for all explosive and hazardous items, the EOD unit enters the non-recoverable or the unaccounted items in Block 9 before forwarding the report to the MAJCOM for approval.

A2.9.4. Final recap of the last supplementary report and the number of items involved and number of items recovered.

A2.9.5. Coordinate the report with the accident investigation board or on-scene commander and recommend the EOD operation be considered complete.

A2.10. Deployed Location Reporting. When an EOD team deploys to another base with an EOD unit, the deployed EOD team must use the established EOD unit's control number. Deployed teams must report to Detachment 63 the number of TO sets dispatched so TO distribution can be increased to the deployed base. If a team deploys to a location without an established EOD unit, they will enter their unit control number followed by an X and begin the numerical sequence number with 1001 (for example, F505X-93-1001). The combination of a new address and the unit control number indicates a new unit. MAJCOMs will notify Detachment 63 so the deployed team can receive a new number.

A2.11. Disposition of EOD Reports. Maintain and dispose of EOD reports according to AFMAN 37-139.

Attachment 3

IC 99-1 TO AFI 32-3001, EXPLOSIVE ORDNANCE DISPOSAL PROGRAM

1 OCTOBER 1999

SUMMARY OF REVISIONS

This IC changes the terminology that defines AF EOD Nuclear Support capabilities and the certification and training requirements for direct and indirect support units. It also changes the destruction requirement for DD Forms 2335, *DoD EOD Credentials*. This change incorporates the new instructions for completing AF Forms 3579 A-D, *Explosive Ordnance Disposal Report*. This change also deletes the mandatory requirement for submitting the monthly EOD report. A bar (|) indicates revision from the previous edition.

1.3.9. Ensure EOD units maintain direct and indirect support capabilities for nuclear systems as defined in attachment 1 and paragraph 2.4.

1.6.2.3.7. Coordinate with military liaison offices at the national laboratories to ensure information on maintenance alterations and weapons system updates are sent to MAJCOMs via official message.

1.14.3. Personnel assigned to direct support units attend a formal nuclear course such as *Joint EOD Advanced Nuclear Training*, or a command-unique formal course (e.g., *EUCOM EOD Nuclear Course*) every 48 months.

2.4. Exercise and Contingency Support:**2.4.4. Nuclear Support Program:**

2.4.4.1. Direct Support Unit (Full Capability Nuclear Support). Unit personnel are assigned in PRP positions. Personnel are trained to perform all necessary EOD actions from site stabilization to site recovery.

2.4.4.1.1. EOD personnel certify initially upon assignment to a direct support unit. Individuals certify on EOD nuclear procedures including, as a minimum, render safe procedures, continuation procedures, and component recovery tasks (identify and recover without violating warnings or safety precautions relating to all hazards).

2.4.4.1.1.1. Recertification is not required unless an individual is decertified for cause. Use procedures outlined in 3E8X1 Career Field Education and Training Program (CFETP) for decertification and recertification procedures. EOD flight superintendents or their designated EOD-qualified representatives perform nuclear certification on EOD teams.

2.4.4.1.1.2. MAJCOMs can develop certification programs to fit their needs. In developing administrative details of certification programs, keep in mind the goal of certification is enhancing nuclear surety and safety standards – not paperwork.

2.4.4.1.2. EOD training on direct-supported systems consists of semi-annual classroom and annual practical training. Training on all DoD systems not directly supported consists of annual classroom training (as a minimum using TO 60N-60-1 and 60N-60-6). Direct support units conduct at least one annual Broken Arrow exercise involving at least one supported system.

2.4.4.2. Indirect Support Unit (Emergency Nuclear Support). Unit personnel maintain technical data and are trained to perform those actions necessary to stabilize an incident site (excluding ARC forces). Unit personnel are not normally on PRP but can perform initial evaluation of an accident/incident and emergency render safe procedures.

2.4.4.2.1. Indirect support units certify on nuclear tasks per 3E8X1 CFETP (nuclear core task items).

2.4.4.2.2. Training consists of annual classroom training on all active DoD systems (as a minimum using TO 60N-60-1 and 60N-60-6). Indirect support units conduct at least one annual Broken Arrow exercise.

2.5.3.3.7. When an individual separates or when duties do not meet the criteria in paragraph 2.5.3.1, destroy credentials locally and annotate destruction in part 3 of semiannual inventory. Note: Written official correspondence from USAEODVIPPSA takes precedence over this paragraph.

Attachment 1

GLOSSARY OF REFERENCES AND SUPPORTING INFORMATION

References

Departmental Publications

AFPD 10-6, *Mission Needs and Operational Requirements*

AFI 10-201, *Status of Resources and Training Systems (SORTS)*

AFI 10-210, *Prime Base Engineer Emergency Force Program*

AFI 13-212, *Weapons Ranges Management*

AFPD 32-30, *Explosive Ordnance Disposal*

AFI 32-4001, *Planning and Operations*

AFI 32-9004, *Disposal of Real Property*

AFI 36-2104, *Nuclear Weapons Personnel Reliability*

AFI 36-2105, *Officer Classification*

AFI 36-2108, *Airman Classification*

AFI 36-3014, *Clothing Allowance for Air Force Personnel*

AFMAN 37-139, *Disposition of Air Force Records - Records Disposition Schedule*

AFR 136-8, *Interservice Responsibilities for Explosive Ordnance Disposal*

AFR 205-12, *Secret Service Support*

DoD Directives, Regulations and Instructions

DoD 3025.12, *Employment of Military Resources in the Event of Civil Disturbances*

DoD 5160.62, *Single Manager Responsibility for Military Explosive Ordnance Disposal Technology and Training*

DoD 5210.42, *Nuclear Weapon Personnel Reliability Program*

DoD 7000-14-R V7, PTA, *DoD Military Pay and Allowances Entitlements Manual*

Technical Orders

TO 11N-1-1, *Joint Nuclear Weapons Publications System Operating Procedures, Specifications, and Standards*

TO 60A-1-1-7, *Field Evaluation and Intelligence*

TO 60N-60-1, *EOD Procedures, General Information Applicable to Nuclear Weapons*

TO 60N-60-6, *EOD Procedures, RSP for Nuclear Weapons*

Miscellaneous Instructions

OPNAVINST 5513.3, *Implementation of EOD Non-nuclear Classification Guide.*

Abbreviations and Acronyms

ACC—Air Combat Command

ACC/CEXE—Civil Engineering Readiness Explosive Ordnance Disposal Division

ABCA—American, British, Canadian, Australian Agreement

AETC—Air Education & Training Command

AFCESA—Air Force Civil Engineer Support Agency

AFI—Air Force Instruction

AFJI—Air Force Joint Instruction

AFMC—Air Force Materiel Command

AFPD—Air Force Policy Document

AFRC—Air Force Reserve Command

AFSOC—Air Force Special Operations Command

AFSPC—Air Force Space Command

AMC—Air Mobility Command

ANG—Air National Guard

AOR—Area of Responsibility

ANGRC—Air National Guard Readiness Center

ARC—Air Reserve Component

ASC—Aeronautical Systems Center
BDC—Bomb Data Center
BEEF—Base Engineer Emergency Force
CAF—Combat Air Forces
CASP—Computer Automated Software Program
CDC—Career Development Course
CE—Civil Engineer
CEX—Civil Engineer Contingency Support Directorate
CEXD—Civil Engineer Explosive Ordnance Disposal Division
CFETP—Career Field Education and Training Plan
CONUS—Continental United States
CP—Continuation Procedures
DDESB—Department of Defense Explosive Safety Board
DOC—Designed Operational Capability.
DOD—Department of Defense
DOE—Department of Energy
DOS—Department of State
EO—Explosive Ordnance
EOD—Explosive Ordnance Disposal
EODWG—Explosive Ordnance Disposal Working Group
EOR—Explosive Ordnance Reconnaissance
EPA—Environmental Protection Agency
ESL—Equipment Supply Listing
FBI—Federal Bureau of Investigation
FOUO—For Official Use Only
IED—Improvised Explosive Device
ILEOR—Installations Logistics Engineering Operations Readiness
IND—Improvised Nuclear Device
IOT&E—Initial Operational Testing & Evaluation
ITR—Individual Training Record
JCMEC—Joint Captured Material Exploitation Center
JROD—Jet Remote Ordnance Disrupter

MAJCOM—Major Command

MO—Military Ordnance

MTAB—Military Technical Acceptance Board

NAVSCOLEOD—Naval School Explosive Ordnance Disposal

NAVEODTECDIV—Naval Explosive Ordnance Disposal Technology Division

NCO—Non-Commissioned Officer

NSO—Nuclear Support Office

OCONUS—Outside Continental United States

ORD—Operational Requirements Document

OSD—Office Secretary of Defense

PACAF—Pacific Air Force

PCS—Permanent Change of Station

POC—Point of Contact

POM—Program Objective Memorandum.

PR—Periodic Reinvestigation

PRP—Personnel Reliability Program

RCRA—Resource Conservation Recovery Act

RIC—Resource Inventory Control

RSP—Render Safe Procedures

SFES—Silver Flag Exercise Site

SFG—Security Force Group

SOEOD—Special Operations Explosive Ordnance Disposal

SORTS—Status of Resources and Training System

SPO—System Program Office

SRF—Service Response Force

SSBI—Single Scope Background Investigation

STP—Standard Training Package

TO—Technical Order

TTAB—Technical Training Acceptance Board

USAFE—United States Air Force Europe

USAEODVIPPSA—United States Army Explosive Ordnance Disposal Very Important Persons Protection Support Activity

USCENTAF—United States Central Air Forces

USSS—United States Secret Service

UTC—Unit Type Code

VIP—Very Important Person

WMP—War Mobilization Plan

Terms

Area Control Center—A U.S. Army EOD Control Center providing operational control, planning, and administrative service for an assigned geographical areas.

Certification & Qualification—An individual, trained and signed-off as competent to accomplish a task is “qualified.” Qualification is certified by someone with authority over the qualifying person as formal confirmation or guarantee that the individual is ready to perform the task.

Common-Type Training—EOD training required by two or more Services for normal EOD operations.

Coordination—Active participation by those Service elements with an interest in EOD activities.

Department of Defense (DoD) EOD Program Board—A board with a representative from each military department that advises the Executive Manager (EM) in EOD technology and training matters.

Direct Support Unit—A level of nuclear capability (full capability nuclear support) maintained by units that support nuclear weapon storage areas, one or more consolidated support bases storing these systems, or a location identified by Air Mobility Command (AMC) as a primary throughput or divert-location.

Executive Manager (EM)—A U.S. Navy Flag Officer appointed by the Secretary of the Navy to manage the DoD EOD technology and training, including: EOD research and development (R&D) programs. EOD procedures and related technical documentation required by operational forces. Common-type EOD training of operational forces.

Explosive Ordnance (EO)—All munitions containing explosives, nuclear fission or fusion materials, and biological and chemical agents. This includes bombs and warheads; guided and ballistic missiles; artillery, mortar, rocket and small arms ammunition; all mines, torpedoes, and depth charges; demolition charges; pyrotechnics; clusters and dispensers; cartridge and propellant actuated devices; electro-explosive devices; clandestine and improvised explosive devices; and all similar or related items or components explosive in nature.

Explosive Ordnance Disposal (EOD)—The detection, identification, on-site evaluation, rendering safe, recovery, and final disposal of unexploded explosive ordnance, including damaged or deteriorating explosive ordnance. It may also include explosive ordnance which has become hazardous by damage or deterioration.

EOD Incident—The suspected or detected presence of unexploded explosive ordnance, or damaged explosive ordnance, which constitutes a hazard to operations, installations, personnel or material. Not included in this definition are the accidental arming or other conditions developing during the manufacture of high-explosive material, technical service assembly operations, or the laying of mines and demolition charges.

EOD Procedures—Those particular courses or modes of action taken by an explosive ordnance disposal team for access to, diagnosis, rendering safe, recovery, and final disposal of explosive ordnance or any

hazardous material associated with an EOD incident. EOD procedures are never performed by less than two trained and qualified individuals.

Access Procedures—Those actions taken to locate exactly and gain access to unexploded explosive ordnance.

Diagnostic Procedures—Those actions taken to identify and evaluate unexploded explosive ordnance.

Render Safe Procedures—The portion of the EOD procedures involving the application of special explosive ordnance disposal methods and tools to provide for the interruption of functions or separation of essential components of unexploded explosive ordnance to prevent an unacceptable detonation.

Recovery Procedures—Those actions taken to recover unexploded explosive ordnance.

Final Disposal Procedures—The final disposal of explosive ordnance which may include demolition or burning in place, removal to a disposal area, or other appropriate means.

EOD Team—Comprised of two or more personnel (AFS 3E8X1, at least one who has been awarded a 5 or higher skill level) with special training and equipment who perform EOD procedures on explosive ordnance (such as bombs, rockets, mines, projectiles, and booby traps), make intelligence reports on such ordnance, and supervise the safe removal thereof.

Explosive Ordnance Reconnaissance (EOR)—The investigation, detection, location, marking, initial identification and reporting of suspected unexploded explosive ordnance, by explosive ordnance reconnaissance agents, in order to determine further action.

EOD Tools and Equipment—Tools and equipment specifically designed for use by qualified EOD personnel to perform EOD procedures.

Improvised Explosive Device (IED)—A device placed or fabricated in an improvised manner incorporating destructive, lethal, noxious, pyrotechnic or incendiary chemicals, designed to destroy, disfigure, distract or harass. It may incorporate military stores, but are normally devised from non-military components.

Improvised Nuclear Device (IND)—A device incorporating radioactive materials designed to result in the dispersal of radioactive material or in the formation of nuclear-yield reaction. Such devices may be fabricated in a completely improvised manner or may be an improvised modification to a US or foreign nuclear weapon.

Indirect Support Unit—A level of nuclear capability (emergency nuclear support) maintained by all EOD units. Units that are not direct support units are by default indirect support units.

Military Technical Acceptance Board (MTAB)—A board composed of senior EOD Service detachment officers at the Naval EOD Technology Center (NAVEODTECHCEN) who approve tools, equipment, techniques, procedures, and publications for EOD use.

Physical Possession—The Service with custody of the EO at the time of an EOD incident. Physical possession ceases when the EO is intentionally launched, placed, fired, or released.

Special Improvised Explosive Device (SIED)—A device incorporating radioactive, chemical, and or biological materials designed to result in the dispersal of lethal, radioactive, or poisonous material or in the formation of nuclear-yield reaction. Such devices may be fabricated in a completely improvised manner or may be an improvised modification to a US or foreign nuclear weapon.

Technical Training Acceptance Board (TTAB)—A board composed of senior EOD Service detachment officers at the Naval School EOD (NAVSCOLEOD) who coordinate, approve, and standardize all EOD common-type training under the purview of the EM.

Unexploded Explosive Ordnance—Explosive ordnance which has been primed, fuzed, armed, or otherwise prepared for action, and which has been fired, dropped, launched, projected or placed in such a manner as to constitute a hazard to operations, installations, personnel, or materiel and remain unexploded by malfunction or design, or for any other cause.

Attachment 2

AIR FORCE EOD INCIDENT REPORTING SYSTEM

A2.1. General. The Air Force EOD incident reporting system gathers information about EOD operations within the Air Force. EOD units report their operations on AF Form 3579, Explosive Ordnance Disposal Report (RCS: HAF-CE (AR) 9355), called the EOD Report. The system allows managers to measure success and efficiency, plan training, and project future Air Force EOD activities. The AF Form 3579 is divided into four sections: AF Form 3579A, Explosive Ordnance Disposal Report; AF Form 3579B, Explosive Ordnance Disposal Range Operation Report; AF Form 3579C, Explosive Ordnance Disposal VIP Support Report; and AF Form 3579D, Explosive Ordnance Disposal Miscellaneous Report. All EOD reports will include an AF Form 3579A. For example, a unit submitting a VIP Support Report would complete an AF Form 3579A and AF Form 3579C. AF Form 3579A provides essential data pertaining to all other sections of the report. Note: AF Form 3579D is optional and may be used as directed by MAJCOMs.

A2.1.1. The EOD supervisor has considerable latitude to decide what procedures to use in each situation. When possible, use procedures in 60-series manuals. If EOD personnel must deviate from published procedures (as in TO 00-5-1), state the reason in the EOD report and describe the exact procedure via step-by-step sequence. This record allows subsequent evaluation of the procedure for possible inclusion in 60-series manuals.

A2.2. Responsibility. HQ AFCEA/CEXD reviews all EOD reports for adequacy of publications, tools, and equipment, and maintains historical records of significant reports.

A2.3. Submitting EOD Reports:

A2.3.1. EOD units must submit an EOD report when they:

A2.3.1.1. Perform render safe or disposal procedures.

A2.3.1.2. Clear contaminated areas of explosive ordnance.

A2.3.1.3. Respond to an aircraft crash, in-flight emergency, ordnance pickup, IED incident, or request for EOD evaluation or technical assistance.

A2.3.1.4. Provide VIP Support

A2.3.1.5. Dispose of unserviceable or excess munitions or other material in accordance with AF Form 191, Ammunition Disposition Report, or other documents authorizing disposal.

A2.3.1.6. Find unknown foreign ordnance (see TO 60A-1-1-7 for initial reporting).

A2.3.1.7. Test an item or technique under simulated or actual operational conditions to determine if it satisfies the specified military requirements or characteristics. All units performing or supporting service test operations must include a brief description of the items tested and of the tests performed in their initial report.

A2.3.2. Submit supplementary reports for each subsequent search and recovery mission to finish an incomplete EOD operation or when a MAJCOM or HQ AFCESA requires certification or additional information. Units must submit EOD reports through the MAJCOM within five working days after completing an operation, or within five working days after the end of the month for consolidated reports. MAJCOMs review and electronically forward the report to HQ AFCESA/CEXD. MAJCOMs may not delay submitting the report to add photographs or other attachments. MAJCOMs may forward attachments as a supplementary report.

A2.3.3. MAJCOMs send a copy of all EOD reports containing information on deficiencies, recommendations for tools, equipment, and technical orders, or reports of unknown foreign ordnance to Det 63, NAVEODTECHDIV, 2008 Stump Neck Road, Indian Head MD 20640-5099.

A2.3.4. If a MAJCOM requires more information on an operation or needs clarification of an EOD report, forward the basic report to HQ AFCESA with a note in the narrative block stating a supplementary report follows. The MAJCOM then directs the unit to submit a supplementary report answering specific queries.

A2.4. Classifying EOD Reports. Classify EOD reports in accordance with applicable security directives and classification guides. Use guidelines from OPNAVINST 5513.3, *Implementation of EOD Non-nuclear Classification Guide*. *MAIL CLASSIFIED EOD REPORTS TO HQ AFCESA/CEXD. DO NOT SEND CLASSIFIED EOD REPORTS ELECTRONICALLY.*

A2.4.1. UNCLASSIFIED:

A2.4.1.1. EOD procedures for unclassified dispensers, launchers, and training and practice munitions.

A2.4.1.2. All other disposal procedures, unless replacing an RSP.

A2.4.1.3. Aircraft safing procedures.

A2.4.1.4. Using specific tools or procedures to gain access to munitions or its fuzing to perform an RSP or disposal.

A2.4.2. CONFIDENTIAL. These procedures require at least a CONFIDENTIAL classification:

A2.4.2.1. Disposal replaces an RSP (when no known RSP exists).

A2.4.2.2. Information revealing a lack of RSPs for munitions and fuzing.

A2.4.2.3. Information on contact with unknown foreign munitions of possible intelligence value (that is, not obsolete).

A2.4.2.4. Using specific tools or procedures to render safe specific munitions or its fuzing, including IEDs (except as noted above).

A2.4.2.5. Using a tool or procedure to simultaneously gain access and render safe a specific munitions item or its fuzing. For example, using a Jet Remote Opening Device (JROD) to break open a container is UNCLASSIFIED, but using a JROD to penetrate and disrupt components of a specified IED is CONFIDENTIAL.

A2.5. Preparing AF FORM 3579A, EOD Reports:

A2.5.1. TO: HQ AFCESA/CEXD, 139 Barnes Drive, Suite 1, Tyndall AFB FL, 32404.

A2.5.2. THRU (MAJCOM): Enter the MAJCOM's complete mailing address.

A2.5.3. FROM: Enter the unit's complete mailing address.

A2.5.4. Block 1, REPORTED BY: Enter grade, name, and organization of the person first reporting the incident to EOD.

A2.5.5. Block 2, UNIT CONTROL NUMBER: The unit control number consists of the EOD TODO account number, the last two digits of the current year, and the numerical sequence of the incident for the calendar year. For example, the first incident of 1993 for the 437 CES would be F505S-93-0001. Supplemental reports for an incident have a sequential alphabetical suffix following the original report number (for example, F505S-93-001A, F505S-93-001B). Reports on incidents occurring in a previous calendar year but reported in the next have the date the incident terminates.

A2.5.6. Block 3: Enter the following:

A2.5.6.1. The time and date of the incident.

A2.5.6.2. The time EOD personnel started support.

A2.5.6.3. When the operation terminated.

A2.5.6.4. Report any EOD action after this stop-time and date via a supplemental report.

A2.5.7. Block 4A, PARTICIPATING: Enter the number of EOD and other personnel participating in the operation. Other personnel participating refers to personnel performing a function that would normally be performed by EOD personnel, if the other personnel were not available, for example, heavy equipment operators or security personnel.

A2.5.8. Block 4B, MANHOURS: Enter number of total work hours (M/H) expended by EOD and other personnel (see above) to directly support an operation. Exclude time spent away from the operation. Round time to nearest the work hour. Work hours need not correspond to the difference between the start and stop times. Direct support includes time for:

A2.5.8.1. Loading and unloading equipment.

A2.5.8.2. Essential travel.

A2.5.8.3. Preparing the operation and reports.

A2.5.9. Block 5, SPECIAL IDENTIFIER: In blocks 5A, 5B, 5C, and 5D, enter the appropriate codes from the pick list that applies to block.

A2.5.10. Block 6, INJURY/PROPERTY DAMAGE/ DEFICIENCY INFORMATION: In blocks 6A, 6B, and 6C, enter the appropriate codes from the pick list. Note: Injuries include personnel directly injured as a result of the incident. Property damage is damage resulting directly from the incident. Defi-

ciencies should include tools, equipment and procedures. Any YES entries can be further clarified in the narrative. For each deficiency, MAJCOMs should indicate the desired or actual corrective actions needed or taken.

A2.5.11. Block 7, EPA INFORMATION:

A2.5.11.1. Block 7A, PERMIT REQUIRED: Check block that applies to the incident.

A2.5.11.2. Block 7B, PERMIT TYPE: Fill in Emergency/Non-Emergency.

A2.5.11.3. BLOCK 7C, PERMIT NUMBER: The permit number issued for that response.

A2.5.12. Block 8, PERSONNEL PARTICIPATING: Include at least the grades and names of all participating EOD personnel.

A2.5.13. Block 9, ORDNANCE:

A2.5.13.1. In blocks 9A, 9B, 9E, and 9F, enter the appropriate codes from the pick list or field pull down list.

A2.5.13.2. In block 9C, enter the number of items involved. If bulk explosives are listed, list quantity for each different type of explosive and then indicate the quantity in pounds in the narrative.

A2.5.13.3. Block 9D is self-explanatory.

A2.5.13.4. In block 9G, indicate the technical orders or manuals and the specific paragraph used to perform the RSP or disposal.

A2.5.14. Block 10, ATTACHMENTS: List all attachments (for example, 1. Hold Harmless Agreement; 2. Incident Photo #1; 3. Incident Photo # 2; 4. EPA Permit).

A2.5.15. Block 11, TYPED OR PRINTED NAME AND SIGNATURE OF TEAM CHIEF: The EOD supervisor of the operation will type or print his or her name and sign to indicate the report is valid and complete. Electronically sign the form like this: //SIGNED//.

A2.5.16. Block 12, TYPED OR PRINTED NAME AND SIGNATURE OF EOD SUPERVISOR: The EOD flight chief types or prints his or her name and signs to approve the report. Electronically sign the form like this: //SIGNED//.

A2.5.17. Block 13, DATE: Enter the date the EOD flight chief signs the report.

A2.5.18. Block 14, MAJCOM STAFF MANAGER: The MAJCOM EOD staff manager prints, stamps, or types his or her name and signs indicating the forms are correct and complete. Electronically sign the form like this: //SIGNED//.

A2.5.19. Block 15, MAJCOM COMMENTS: MAJCOMs check YES or NO. If yes, add comments in the narrative block or as an attachment.

A2.5.20. Block 16, DATE: Date of MAJCOM review.

A2.5.21. NARRATIVE:

A2.5.21.1. Include a narrative when the EOD operation is unusual or significant, or when you deviate from TO procedures or use untested ones.

A2.5.21.2. To clarify or record an incident, include an operation narrative.

A2.5.21.3. Include any deficiencies or recommendations for tools, equipment, or TOs. Submit TO change requests on AFTO Form 22 (see TO 00-5-1) and unsatisfactory reports on equipment according to TO 00-35D-54.

A2.5.21.4. Ensure narratives tell a complete story so other units can benefit from your experience.

A2.5.21.4.1. Attach or digitally scan maps, drawings, pictures, and like items to enhance the report. For unknown ordnance items, include measurements, markings, painting, or digital photographs.

A2.5.21.4.2. Fully describe any damage, injuries, or deaths incurred as a direct result of EOD operations.

A2.5.21.4.3. Include a brief statement describing how you finally disposed of the items. Use supplemental sheets as necessary.

A2.5.21.5. When you deviate from approved and published procedures, report the exact procedures you used in step-by-step sequence. Include why you deviated and as many photographs as possible.

A2.5.21.6. When performing untested procedures or developing procedures in the field for munitions with no approved EOD procedures, describe these procedures in full detail in step-by-step sequence. Include the tools; amount, type, and placement of explosive, protective measures; and so on. Include a sequence of photographs or drawings, if possible. Clearly state when untested procedures are used.

A2.5.21.7. If additional space is needed, use a narrative continuation sheet.

A2.6. Preparing AF FORM 3579B, EOD Range Operation Reports. When completing EOD Range Operation Reports, ensure AF Form 3579A has been completed.

A2.6.1. Block 1, UNIT CONTROL NUMBER: Enter Unit Control Number.

A2.6.2. Block 2, CUSTOMER WORK ORDER/CONTROL NUMBER: Enter locally assigned customer control number if applicable.

A2.6.3. Block 3, RANGE IDENTIFICATION: Check the type of range and the frequency of clearance.

A2.6.4. Block 4, TARGETS CLEARED: Check all that apply.

A2.6.5. Block 5, RECOVERED ORDNANCE DATA: Number in tons.

A2.6.6. Block 6, DISPOSAL DATA: Check the applicable blocks.

A2.6.7. Block 7, COST DATA: Enter values for each that applies, rounded up to the nearest dollar.

A2.6.8. Block 8, EXPENDITURES LIST: Enter the quantities for each item expended.

A2.6.9. Block 9, DEMOLITION MATERIALS USED: Enter the quantity of materials used.

A2.6.10. BLOCK 10, ADDITIONAL EXPENDITURES: Enter the quantity of additional materials expended.

A2.7. Preparing AF FORM 3579C, EOD VIP Support Reports. When completing VIP support reports (AF Form 3579C), ensure an AF Form 3579A has been completed.

A2.7.1. BLOCK 1, UNIT CONTROL NUMBER: Enter Unit Control Number.

A2.7.2. Block 2, VIP MISSION NUMBER: Enter VIP mission number.

A2.7.3. Block 3, TEAM REQUIREMENTS: Enter the number of team requirements to support the mission.

A2.7.4. Block 4, PROTECTEE: Check the applicable block.

A2.7.5. Block 5, AGENCY SUPPORTED: Check the applicable block.

A2.7.6. Block 6, LOCATION: Enter location of VIP mission.

A2.7.7. Block 7, DATES: Enter start and end date of VIP mission.

A2.7.8. Block 8, ESTIMATED COST: Enter cost in the appropriate block in dollars.

A2.7.9. Block 9, CONFINED SPACE ENTRY: Check the applicable block. If yes (confined space entry was performed), explain in narrative.

A2.7.10. Block 10, CLOTHING ALLOWANCE INFORMATION: The first two entries will be the same every time until you receive a new clothing allowance. Then the same new information will be used every time on future reports.

A2.7.10.1. Rank: Enter rank of the individual receiving the allowance.

A2.7.10.2. Name: Enter the name of the individual receiving the allowance.

A2.7.10.3. Date Received: Enter date payment was received.

A2.7.10.4. Amount Received: Enter the amount of allowance received.

A2.7.10.5. Actual Spent on Mission: For the first mission under this new reporting system, personnel should estimate the total cost for all missions since their last clothing allowance was received. Enter the amount actually spent on appropriate clothing to support subsequent missions rounded up to the nearest dollar. This information will be used as historical data to justify future clothing allowance increases.

A2.8. Preparing AF FORM 3579D, EOD Miscellaneous Report. When completing EOD Miscellaneous Reports (AF Form 3579D), ensure AF Form 3579A has been completed. This report is optional and may be used as directed by MAJCOMs.

A2.8.1. Block 1, UNIT CONTROL NUMBER: Enter unit control number.

A2.8.2. Block 2, TRAINING INFORMATION: Complete all applicable sections.

A2.8.4. Block 3, TDY INFORMATION: Complete all applicable sections.

A2.8.5. Block 4, ASSIGNED PERSONNEL: Complete all applicable sections.

A2.8.6. Block 5, OUTBOUND PERSONNEL: Complete all applicable sections.

A2.8.7. Block 6, INBOUND PERSONNEL: Complete all applicable sections.

A2.8.8. Block 7, MANPOWER UTILIZATION: Complete all applicable sections.

A2.9. Handling Incomplete EOD Operations:

A2.9.1. It may be extremely difficult to determine how many explosive or hazardous items remain after an aircraft crash, storage-area explosion, or similar disaster. EOD units must make every reasonable effort to recover and dispose of all explosive and hazardous items. When units cannot recover or account

for all explosive or hazardous items during the initial response, the EOD operation is incomplete and units must report the operation using these guidelines:

A2.9.1.1. In Block 9, ORDNANCE: Include the total number of items recovered or accounted for during the initial response.

A2.9.1.2. In Narrative Block: The initial EOD report must include the total number of explosive and hazardous items involved.

A2.9.2. Prepare an EOD Supplementary Report on AF FORM 3579A for each subsequent search and recovery mission until you complete the operation:

A2.9.2.1. In Block 9, ORDNANCE: Include the number of items recovered as of this report.

A2.9.2.2. In Narrative Block: include the total number of explosive and hazardous items and the number of items recovered during previous missions.

A2.9.3. If reasonable search efforts fail to recover or account for all explosive and hazardous items, the EOD unit enters the non-recoverable or the unaccounted items in Block 9 before forwarding the report to the MAJCOM for approval.

A2.9.4. Final recap of the last supplementary report and the number of items involved and number of items recovered.

A2.9.5. Coordinate the report with the accident investigation board or on-scene commander and recommend the EOD operation be considered complete.

A2.10. Deployed Location Reporting. When an EOD team deploys to another base with an EOD unit, the deployed EOD team must use the established EOD unit's control number. Deployed teams must report to Detachment 63 the number of TO sets dispatched so TO distribution can be increased to the deployed base. If a team deploys to a location without an established EOD unit, they will enter their unit control number followed by an X and begin the numerical sequence number with 1001 (for example, F505X-93-1001). The combination of a new address and the unit control number indicates a new unit. MAJCOMs will notify Detachment 63 so the deployed team can receive a new number.

A2.11. Disposition of EOD Reports. Maintain and dispose of EOD reports according to AFMAN 37-139.